



South Cambridgeshire District Council Equality Impact Assessment (EqIA)

Introduction

Equality Impact Assessments (EqIAs) allow the Council to:

- Show that the Council are meeting its legal duty, demonstrating due regard for the provisions of the [Public Sector Equality Duty](#) as below:
 - Eliminate unlawful discrimination, harassment, and victimisation
 - Advance equality of opportunity between those who share a protected characteristic and those who do not
 - Foster good relations between those who share a relevant protected characteristic and those who do not
- Methodically consider and assess the impacts of proposals across the [nine protected characteristics](#)
- Allow the Council to develop and implement high quality proposals that maximise positive outcomes for all.

EqIAs should be completed during the development and review of all Council policies, strategies, procedures, projects or functions. Where there is any doubt, the completion of an EqIA is always recommended.

When the form is completed, please send an electronic copy to equality.schemes@scambs.gov.uk. Further support and guidance available on Insite or contact the Policy and Performance Team.

Equality Impact Assessment Complete Form

Section 1: Identifying Details

- 1.1 Officer completing EqIA:
Rachel Crockart
- 1.2 Team and Service:
Policy and Performance (Transformation) / Commercial Development and Investment (Finance).
- 1.3 Title of proposal:
The Greening of South Cambs Hall Project
- 1.4 EqIA start date:
16/06/2021
- 1.5 Proposal implementation date:
16/06/2021
- 1.6 Who will be responsible for implementing this proposal (Officer and/or Team):
The Greening South Cambs Hall Project Board, Facilities Management, Bouygues.
- There are two proposal implementation dates. Now as the project is in delivery (construction phase) but also March 2022 once the project has been completed and handed back to SCDC from Bouygues

Section 2: Proposal to be Assessed

- 2.1 Type of proposal:
Project
If other, please specify
Click or tap here to enter text.
- 2.2 Is the proposal:
New

2.3 State the date of any previous equality impact assessment completed in relation to this proposal (if applicable):

Click or tap to enter a date.

2.4 What are the headline aims of the proposal and the objectives that will help to accomplish these aims? (Max 250 words)

In November 2018, a cross-party decision was taken to place 'Being Green to our Core' at the heart of our Business Plan. This included the aim to make our district zero carbon by 2050, and the council went on to officially declare a climate emergency in November 2019.

On 5th February 2020, the council demonstrated its commitment to this agenda by approving the £1.9 million retrofit of its Cambourne Offices, including measures to dramatically reduce energy bills and almost halve the carbon emissions from the building in year one. As the electricity grid continues to decarbonise due to new renewable energy generation schemes coming online nationwide, the carbon footprint of the building will reduce to 25% of current levels by 2030 and 10% of current levels by 2050, playing a major role in the reduction of the council's own carbon footprint.

The funding for this project comes from our 'renewables reserve', and the project is guaranteed to pay for itself in under 20 years of operation. This fund has been accumulated from business rates paid in relation to renewable energy sites, such as solar farms, located within the district.

Summary of the measures:

1. Solar carport system – generating renewable energy to supply 20% of the building's electricity demand.
2. Ground source heat pump (GSHP) – providing low carbon heating to supply the building and decrease the building's gas consumption by 79%. Gas boilers will be used as a back up as they may be necessary depending on how harsh future winters are.
3. LED lighting upgrade – reducing the building's current energy consumption by 15%.
4. Building management system (BMS) renewal – will maximise renewable energy use through controls integrated with the GSHP and the chiller.
5. Chiller efficiency improvements – reducing the building's current energy consumption by 28%.
6. Air handling unit fan replacement – reducing the building's energy consumption by 20%.
7. Electric vehicle chargers – to encourage staff and visitors to move away from traditional petrol and diesel cars.



Planning consent was approved in September 2020 for the GSHP and the solar carport.

The headline aims and benefits of the project are:

1. Lower emissions through energy efficiency and renewable energy generation.
2. Savings on SCDC's energy bills.
3. Long-term revenue and return on investment.
Increase energy self-sufficiency for the organisation.

2.7 Which of the Council's equality objectives (as detailed in the Council's Equality Scheme) does this proposal link to or help to achieve?

- Identify, prioritise and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community
- SCDC is an employer that values difference and recognises the strength that a diverse workforce brings.
- Protected characteristic groups have a voice and are represented in forming the future shape of the district.
- None.

2.8 Which groups or individuals will the proposal affect:

- Service Users Councillors
- External Stakeholders Other
- Employees

If other, please specify [Click or tap here to enter text](#).

2.9 Broadly speaking, how will these groups or individuals be affected? (you will be asked to provide more detail on the specific impacts on different protected characteristic groups later in the form) (max 250 words)

South Cambs Hall (SCH) houses a large number of building users that is not limited to SCDC Officers and Members alone. These additional building users



include: the NHS Contact Centre, Trading Standards, 3C ICT, 3C Legal and 3C Shared Planning. The works package included within the Greening of South Cambs Hall (GSCH) project, interdependent Facilities Management (FM) and SCH related projects may potentially have a large impact / disruption on those who use the building on a day to day basis. Due to the current government guidances around Covid-19, those who currently occupy the building are those carrying out essential services that cannot be completed from home e.g. SCH is the primary place of work for an National Health Service (NHS) call centre. This group of office workers will be one of the most impacted groups. As well as properly communicating works to essential building users and stakeholders, we must ensure that we are taking into account any persons who fall into one of the nine protected characteristic groups. These groups may be impacted by the ongoing works, but this project has the potential to cause both benefits and obstacles for them post completion once Bouygues hand the site back to South Cambridgeshire District Council (SCDC).

2.11 If any part of the proposal is being undertaken by external partners, please specify how the Council will ensure that they will meet equality standards?
(Max 250 words)

Bouygues Energy Services are the main contractor on site. For information on Equality and Diversity and Bouygues E&S, please see: <https://www.bouygues-es.co.uk/equality-diversity>

We have a close working relationship with Bouygues including fortnightly project meetings and contact inbetween.

Section 3: Evidence and Data

3.1 Describe any research (this could include consultation) and analysis you have undertaken to understand any effects on groups of people, including those within [9 protected characteristic groups?](#) Please list any key sources that you used to obtain this Information.

(Max 250 words)

A stakeholder analysis was undertaken during the initiation stage of the project. This identified all of the relevant stakeholders in which the Project Team must communicate with in order to minimise the impact of the project. However, this exercise was undertaken before the onset of the Coronavirus pandemic meaning that the identified impacts on stakeholders may have changed. We have also engaged with and gained approval for the project plans by key internal stakeholders and committees including the Climate and Environment Advisory Committee (CEAC), Leadership Team and Cabinet. A summary of this EqIA was also presented at the Equality, Diversity and Inclusion Staff Forum which received positive feedback. To date, we have continually worked closely with Facilities Management over the duration of this project. They have gained feedback from staff and other building users / tenants over the last 20 years giving us an understanding of issues within the building and changes that are required. For example, one identified issue is that the lights are too bright for some building users.

- 3.2 If you have not undertaken any consultation, please detail why not, or when consultation is planned to take place.

(Max 250)

[Click or tap here to enter text.](#)

Section 4: Impact of proposal on those with protected characteristics

4.1 Please select all characteristics that may or will be impacted (positive or negative). When providing details of the impact please consider the following questions

- whether each impact is positive, neutral or negative
- whether it is a high, medium or low impact. (both the number of persons affected and the severity of the impact)



- you will be asked to set out actions to manage these impacts in the following question (4.2)

All - general to all protected Characteristics.

Details: [Click or tap here to enter text.](#)

Age

Details: Negative, medium impact. For health and safety reasons, Leadership Team and Corporate Management Team (CMT) have encourage the majority of colleagues to continue working from home through the Greening South Cambs Hall period of works despite the continuing relaxation of Covid-19 restrictions. Therefore those working from SCH will be mainly limited to those providing an essential service, potentially including for visitors, meaning that the number of people impacted by the Greening works will be limited. However, we need to understand that this stance may change. There may be an influx of those choosing to work full time in the office five days a week, compared to those who take a more flexible approach and those who continue to work remotely. If staff do continue to work from home, this can have a negative impact on young people as home working is often completed from smaller spaces, such as Houses of Multiple Occupation (HMOs), family homes, or those in entry level positions may be unable to afford larger homes. Where multiple people are working from home within the same environment, this may increase pressure on space, productivity and resource. Alternatively, this can also have an impact on older generations who may not choose to have internet access within their homes so do not have the resources to work remotely effectively. This may also impact older generations who may prefer to access in person council services for this reason. Therefore, they can become cut off from the services we provide due to the inability to access online alternatives. However, this has been mitigated by the Contact Centre. The above has been considered by the Project Team, however mitigation has previously resulted from the work supporting staff to work from home where possible due to the Covid-19 pandemic. More widely, we have identified an intergenerational benefit to this project. Financially, while the project pays for itself



within 20 years of operation, future generations will benefit fully from dramatically reduced energy bills. Additionally, the Investment Grade Proposal for the project outlines that the carbon footprint of the building will reduce to 25% of current levels by 2030 and 10% of current levels by 2050. Therefore, younger generations will be able to work from the office but with a minimal impact on the environment.

☒ Disability

Details: Positive medium impact. One of the work streams outlined within the project package is the new lighting system, where 1,052 fluorescent luminaires within the building will be replaced with LEDs. An innovative Light IP lighting controls system will also be incorporated to give full, fitting by fitting, dimmable control over the luminaries yielding significant operational and occupancy comfort benefits. In turn, lighting can be tailored for each work station allowing the occupant to set it to their preferences. Studies show that poor lighting can cause dry eyes, headaches, blurred vision, itchy or watery eyes, eye strain and light sensitivity. Whereas good lighting helps to maintain the productivity and mental wellbeing of colleagues. So not only will the new lighting system increase comfort levels for those who are visually impaired, it will benefit the general physical and mental welfare of all building users. However, this project may also have a negative high impact on disabled people. Both during the installation and once the project is completed, there are two car park related issues that must be mitigated. During the project works, the main car park will be closed for six months due to the installation of the ground source heat pump (GSHP) and solar carport which had the potential to create an accessibility issue. However, this has been mitigated as the front section of the main car park will remain open meaning that disabled parking bays will still be available to those who require them. The Greening South Cambs Hall Project Manager is also looking to locate alternative mass parking for all staff too. However, as disabled parking bays will remain available for the duration of the build, the impact can be brought down from a negative high impact to neutral. We have identified an opportunity to install accessible electric vehicle charging spaces. All 20 electric vehicle chargers this project looks to install, will be situated beneath the solar carport system placed in the middle of the main car park. At this current stage, no electric



vehicle chargers, or a canopy, are planned to be installed in current disabled parking bays. This was discussed by the Project Team at the 1st April 2021 Project Board and as a result, wider conversations have commenced. Internally, three options have been discussed: either an additional electric vehicle charger is provided nearer to the building including a weather protection canopy. Or, a wider accessible charging bay is provided beneath the solar car port. Alternatively, this could be progressed as an individual project out of scope of the main greening works. To allow for safe access in and around the building we have identified that we must continue to provide access to lifts to those who need them, as well as other amenities like accessible toilet facilities. We also need to understand the effect this project could have on those with neurodevelopmental conditions who could be impacted by sudden loud noises in and around the building or change. We need to ensure that we are communicating these changes properly and in advance with all building users. In particular, during the lighting trial it is essential that banks of desks are moved to make way for the contractors. This could impact building users who do not respond well to change due to neurodevelopmental conditions. From a customer facing perspective, once reception opens up, people speaking to customers at reception will offer a quiet space to talk to. When booking appointments, ensure that visitors are aware (before arriving) of works in the building.

Gender reassignment

Details: [Click or tap here to enter text.](#)

Marriage and Civil Partnership

Details: [Click or tap here to enter text.](#)

Pregnancy and maternity

Details: Negative high impact. During the duration of the Greening works, the project team needs to ensure that colleagues will have access to the dedicated breast feeding room when required. In an occasion where access to this room must be cut off for building user safety, the project team must supply an alternative room for those who require it and must communicate this effectively. However, whilst the majority of building users continue to work from home, this is less likely to impact a



significant number of people. Therefore, those people who fall into the pregnancy and maternity characteristic can continue to reap the benefits that working from home can provide, such as flexibility and comfort. This is particularly true, as previously alluded to, where SCDC has encouraged staff to assess their working environment and needs in order to maximise comfort when working from home.

Race

Details: Click or tap here to enter text.

Religion and belief

Details: Negative high impact. During the duration of the Greening works, the project team needs to ensure that colleagues will have access to quiet spaces for building users to practice their faith when required. In an occasion where access to these areas must be cut off for building user safety, the project team must supply an alternative room for those who require it and must communicate this effectively. However, whilst the majority of building users continue to work from home, this is less likely to impact a significant number of people. Therefore, those people who fall into the this characteristic can continue to reap the benefits the working from home can provide, such as flexibility and comfort. This is particularly true, as previously alluded to, where SCDC has encouraged staff to assess their working environment and needs in order to maximise comfort when working from home

Sex

Details: Click or tap here to enter text.

Sexual orientation

Details: Click or tap here to enter text.

Other

Details Negative high impact. South Cambridgeshire is a district where a high percentage of the land it administrates is rural (colleagues who are required to go to the office would have to drive because of limited public transport options). Within this, some building users travel to work in the office from outside of the district. Therefore, this project could have a positive and medium impact on those who live in rural areas. As mentioned under 'age', for health and safety reasons, Leadership



Team and Corporate Management Team (CMT) could encourage the majority of colleagues to continue working from home through the Greening South Cambs Hall period of works despite the relaxation of Covid-19 restrictions. Therefore those working from SCH will be mainly limited to those providing an essential service meaning that the number of people impacted by the Greening works will be limited. However, we need to understand that this stance may change. Once staff are invited back to the office, there may be an influx of those choosing to work full time in the office five days a week, compared to those who take a more flexible approach or those who continue to work remotely. However, these points have been mitigated by the work encouraging staff to work from home where possible due to the Covid-19 pandemic. This project could also have a negative and high impact on those who live in rural areas where there may be limited access to broadband services. This can impact both colleagues working from home and those residents who need to access our services but are unable to do this remotely as they would previously travel into the office. For visitors, this issue has been mitigated by the contact centre as part of the work to reduce issues resulting from the pandemic. However, if staff do continue to work from home, this can have a negative impact on those of a lower socio-economic status as home working is often completed from smaller spaces. Like age, this can put pressure on the size of people's homes, particularly where those of a lower economic status may be unable to afford larger homes or dedicated home office spaces. This can also place additional pressure on household bills as people are spending more time at home. Moreover, those of a lower socio economic status may not be able to afford the necessary broadband speed, or choose not to pay for it at all. This impacts their ability to be able to work from home productively.

None of the above

4.2 Considering the above impacts you have identified above, please detail any actions (specific or general) which may help to enhance or mitigate impacts. Please include the timescale for completing the action.

Action and timescale	Officer
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<p>Covid-19 has meant that the organisation has supplied colleagues with the necessary equipment to work from home. Staff have recently been encouraged to complete the DSE assessment (obligatory) if they have not done so already, or to re-evaluate their working from home needs. It is also acceptable for vulnerable members of staff to work from the building safely where necessary.</p>	<p>Leadership Team, Facilities Management, 3C ICT.</p>
<p>Progress updates: Continue to communicate and consult with all building users on a regular basis so that they are aware of works being completed in the building and whether they will impact access in and around the building.</p>	<p>Greening South Cambs Hall Project Board, Facilities Management, Bouygues.</p>
<p>Part of the car park will be closed for six months whilst the Ground Source Heat Pump (GSHP) is installed. Disabled parking spaces must remain available for the duration of the works.</p>	<p>Kate Swan (Project Manager).</p>
<p>At the moment, no Electric Vehicle (EV) charge points are being installed at accessible points in the car park. An action was set at the 01/04/2021 Project Board for the Policy, Performance and Projects Team to enquire if an assessment into the requirement can be undertaken by an organisation such as Disability Cambridge.</p>	<p>Kate Swan (Project Manager). Policy, Performance and Projects Team (Equalities).</p>
<p>A lighting trial will be carried out. The lessons learnt from this exercise will be used to maximise the benefits that can be achieved through the new lighting system (glare etc).</p>	<p>Bouygues Design Team and Kate Swan (Project Manager).</p>



<p>To ensure that access to disabled bathroom facilities and lifts can always be provided through the duration of the works – for both visitors and colleagues.</p> <p>From a customer facing perspective, once reception opens up, we must provide the option for quiet spaces for customers with neurodevelopmental conditions to hold discussions with our staff. When booking appointments, ensure that visitors are aware (before arriving) of works in the building.</p>	<p>Facilities Management and Greening of South Cambs Hall Project Team Greening of South Cambs Hall project board and the Contact Centre.</p>
<p>To ensure that access to baby changing facilities can always be provided</p>	<p>Facilities Management Greening South Cambs Hall Project Team</p>
<p>To ensure that quiet spaces where building users can practice their faiths can always be provided</p>	<p>Facilities Management and the Greening of South Cambs Hall Project Team</p>
<p>Covid-19 has meant that the organisation has supplied colleagues with the necessary equipment to work from home. Staff have recently been encouraged to complete the DSE assessment if they have not done so already, or to re-evaluate their working from home needs. It is also acceptable for vulnerable members of staff to work from the building safely where necessary.</p>	<p>Facilities Management, 3C ICT.</p>

Progress updates: Continue to communicate and consult with all building users on a regular basis so that they are aware of works being completed in the building.	Greening of South Cambs Hall Project Board.

4.3 How will you monitor that the above actions have been completed and that this proposal, once implemented, is impacting fairly on everyone it affects? In answering this question, please include information about feedback you will seek and/or data you will collect and analyse, and how often you will do this

Actions will be monitored at the Project Board and Operational Board.

Section 5: Summary

5.1 Briefly summarise the key findings of the EqIA and any significant equality considerations that should be taken into account when deciding how to proceed with the proposal (this section can be included within the 'equality implications' section of any committee reports). (Max. 250 words)

This EqIA has highlighted the importance of consulting and communicating with building stakeholders for the duration of the project, particularly so that building users can continue to access necessary areas within the building when required. It has also raised an opportunity for the project to include Electric Vehicle charge points for disabled users.

5.2 Confirm the recommendation of the officer completing the EqIA:

Proceed with the proposal (with any actions identified as required within Section 4 of the EqIA). Analysis demonstrates that the proposal is robust, we have taken all appropriate opportunities to advance equality and foster good relations between groups.



Reject the proposal: Analysis demonstrates that the proposal will cause unlawful discrimination and it must be removed or changed

Section 6: Sign Off

6.1 Signature of individual completing EqIA:

R Crockart

6.2 Date of completion:

16/06/2021

6.3 When will this proposal next be reviewed and who will this be?

01/03/2022 Kate Swann / Project Manager

6.4 Approving officer signature, this should be your Head of Service, Service Area Manager, or Project Sponsor:

[Click or tap here to enter text.](#)

6.5 Date of approval:

16/06/2021

Please send the completed document to Equality.Schemes@scambs.gov.uk for publishing on the website.